

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Data Control Clerk SALARY RANGE: 315A \$30684-33382 Department or Agency Name: Corrections Division/Section/Unit: PAROLE BOARD	CLASSIFICATION CODE: 02702000 REFERENCE POSITION NO.: 139810100 - new APPLICATION PERIOD: 9/20/06 to 9/26/06 3 day grace 9/29/06
	Shift and Days: Mon-Fri 8:30 am to 4:00 pm Job Location: Cranston-Parole Board-Sex Offender Unit Restrictions/Limitations: INAPPROPRIATE BIDS WILL NOT BE ACKNOWLEDGED Position Covered By Collective Bargaining Union Agreement: Yes X No _____ Name of Bargaining Unit Union: RIPPA There is * _ is not _X_ a Civil Service List for this position See A/B or Both for Specific Instructions * NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.	
General Information to Candidate	INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for positions (s) you are currently in this classification and wish to bid, please submit your bid by 5:00 p.m. on September 14, 2006. Bids should be submitted either on the application or within a separate envelope. Please include the following information: Most Important - Please include the following information: <ul style="list-style-type: none"> The title of the position for which you are applying Name of department where you are currently employed Title of your present position and date you entered it Your business telephone number Date you entered State service Present Union Affiliations *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that no civil service list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS <ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
Statement of Duties	DUTIES / RESPONSIBILITIES: To enter data on adult & juvenile sex offenders related to Registration, Community Notification & Community Supervision; monitor, maintain and post information on Level II & III offenders on the SOCNU website; perform data entry, updates and address verifications on the RISP Registration/Tracking System for all registered sex offenders using a remote terminal. To generate reports to identify all sex offenders subject to Registration & Community Notification; upload sex offender data on portable drives to provide to SOBOR. To do related work as required.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Graduation from a senior high school or from a computer related technical school; and Experience: employment in a capacity involving the operation of data entry/on-line terminals and printers with exposure to parameter driver data retrieval and report generator programs.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to: Ann Marie Hamilton Office of Human Resources 39 Howard Ave. Cranston, R.I. 02920 Telephone #: (401) 462-3250 Fax #: (401) 462-2685 TTY/TDD #: (401) 462-5180 (Telecommunication Device for the Deaf)	



